



**Austin Preparatory School  
Main Office Administrative Assistant  
12 Month, Full-Time**

The Main Office Administrative Assistant reports to the Registrar and is responsible for supporting the daily operation of the Main Office. The Administrative Assistant works cohesively with one other support staff role in the Main Office, and together they handle the in-person inquiries from members of the Austin Prep community, including students, faculty, staff, and parents, as well as manage sent and received mail deliveries, efficiently answer and direct phone inquiries, coordinate daily school-wide announcements, both via email and broadcasted over the school intercom system, order necessary supplies, and complete other projects as assigned while endeavoring to support the Austin Prep mission and school culture. The role is a twelve (12) month position, and the hours are Monday – Friday, 9:00 am – 5:00 pm.

**Skills and Experience Requirements:**

- Excellent communication skills
- Ability to work with various personalities successfully
- Organizational skills, ability to multitask
- Professionalism
- High regard for confidentiality
- Flexibility, adaptability
- Prior experience working in a professional setting
- Experience with Microsoft Office Suite
- Knowledge of working with both Apple and PC computers/devices

**Education:**

- BS/BA degree preferred

## **Job Responsibilities:**

Responsibilities include but may not be limited to the following:

- Managing the in-person inquiries from students, parents, employees, vendors, etc. in a professional and efficient manner
- Answer phone inquiries and direct accordingly
- Coordinate all incoming and outgoing deliveries
- Manage and maintain the parking space assignment process for both students and employees
- Record and communicate student attendance daily
- Initiate announcements both via email and over the intercom system, as directed
- Monitor and manage all persons who request entrance into the building utilizing the security system in place
- Additional duties as assigned